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OFFICE OR STAFF <b>Office of Communications</b>			REQUEST DATE Approved For Release 2001/08/20 : CIA-RDP78-03568A000600070012-5		APPROVAL DATE 1953		CONTROL NO. 191		Page of Pages		
DELETIONS			ADDITIONS			NET CHANGE		ORGANIZATION			
ORGANIZATION AND POSITION TITLE	SERIES & GRADE	POSITION NO.	ORGANIZATION AND POSITION TITLE	SERIES & GRADE	POSITION NO.	NEW BR. & DIV. TOTALS	CODE (Machine Records)				
<u>Security Division</u> <u>Cryptologic Development Branch</u> <u>Research &amp; Development Section</u>			<u>Top Secret, Memorandum and Suspense Section</u>								
Cryptographer	GS-1540-11	75.01	Mail & File Sup	GS-305-7	550						
Cryptographer	GS-1540-11	75.02	Mail & File Clerk	GS-305-5	551						
Cryptographer	GS-1540-11	75.03	Mail & File Clerk	GS-305-5	552						
Cryptographer	GS-1540- 7	77									
NEW OFFICE TOTALS			APPROVAL								
This change does not affect Office totals or ceiling.			The T/O changes listed above are hereby approved. Please make changes on office records as necessary. Retain this authority until new machine printed T/O page(s) is received.								
			<del>SECRET</del> <del>CONFIDENTIAL</del>			Chief, Class. & Wage Division					
			SIGNATURE			NOV 5 1953			TITLE		
FORM NO. 30-25 SEP 1952			Security Information			CHANGE AUTHORIZATION			14-39		

MEMORANDUM FOR: Assistant Director for Communications 27 June 1953

SUBJECT : Table of Organization for the Personnel Branch,  
Office of Communications.

1. I have reviewed your proposal that a Personnel Branch comprising twenty-eight positions be established within the Administrative Staff of the Office of Communications. Before signing off on the Table of Organization to provide a position structure for the Personnel Branch, I would like to satisfy certain questions which come to mind after studying your request.

2. It appears that a number of functions which would be assumed by your Personnel Staff rather closely parallels some of the operations and activities of the Personnel Office. The need to avoid duplication of work in personnel administration is now particularly important. The Chairman of the House Appropriations Committee has singled out this particular item for special inquiry and justification by the Agency. The Bureau of the Budget is currently taking a look at the Agency's personnel function.

3. The background against which these inquiries are taking place reflects a tightening legislative control on personnel staffs in Federal Agencies. For Fiscal Year 1952 ratios legislated by Congress for various agencies limited the use of persons engaged in personnel work to an arbitrary standard of one such employee to every one-hundred fifteen employees of the departments concerned. For Fiscal Year 1953 the personnel staffing ratio for a number of agencies was fixed at 1:135. I am reasonably certain that restrictions evidence the temper of Congress with respect to expenditures for personnel administration. As you know, the Appropriations Committee is this year giving this Agency fairly close scrutiny.

4. Without including the employees of the Personnel Office, the Communications Personnel Branch, when fully staffed, would represent a ratio two and half times as large as the Federal ratio. In advance of establishing a personnel unit of the size proposed for the Office of Communications, I will want to be certain that every position is essential and that no duplication of work will exist. This does not in any way alter the aim of the Deputy Director (Administration) to furnish every possible support required for the Agency's operations. Therefore, I am asking the Personnel Office to discuss this matter with you in order to develop an agreement as to the kind and size of personnel unit which should be established in your organization, taking into consideration the problems referred to in this memorandum.

~~CONFIDENTIAL~~

(S)

L. K. WHITE

Assistant Deputy Director  
(Administration)

SA/DEA:JCK:djm (25 June 53)

Inasmuch as the Comptroller's Office and Organization and Methods Service concurred in the O/C T/O proposal for the Registry Branch, Memos dated 8 May and 20 May 1953, and the DD/A did not question O/C Registry proposal when he questioned the O/C Personnel Branch T/O, proposed in this memorandum, the Class & Wage Division is processing the Registry Br. T/O per conversation with Mr. [REDACTED] 30 Oct. 1953. WHB.